



## United States Department of the Interior

BUREAU OF INDIAN EDUCATION  
Washington, D.C. 20240

IN REPLY REFER TO:

### MEMORANDUM

APR 13 2010

To: All Education Line Officers

From: *for* Deputy Director, School Operations *Maureen Lesky*

Subject: Student Check-out Procedures

Each Bureau of Indian Education (BIE) operated boarding school and peripheral dormitory shall publish and distribute to all staff, parents and students a school or student handbook. Such handbook shall be reviewed and updated once a year and will have a section on checking out students. **At a minimum**, the handbook shall contain the following requirements for checking out students:

- Only immediate family members can check-out students. Immediate family is defined as a mother, father, legal guardian, sister, brother, grandparent, aunt, or uncle.
- School personnel will not be allowed to check a student(s) out overnight, unless they are the parent of the student.
- Check-outs during the academic day by school personnel shall be restricted to sanctioned school activities only.
- All check-outs must conclude by curfew unless pre-approved by staff in charge at the time of check-out.
- Students wishing to have check-out privileges must have an original written permission document signed by the parent or legal guardian stating that the school is released of any liability associated with the check-out.
- Parents or legal guardians may designate, in writing, family members who are authorized to check-out their child overnight.
- Check-out requests via telephone will not be approved, except in situations where a family emergency involving a serious illness or death of an immediate family member are involved.
- All students authorized for check-out are expected to return to the school campus at the specified time of return, as stated in their approved check-out request.

- When there is evidence that the welfare of the student is at risk, the school reserves the right to refuse or cancel the check-out.
- If a conflict arises concerning the student check-out process, the School Supervisor or acting designee reserves the right to revoke any check-out privileges.
- Student(s) must be in good academic standing in order to be checked out when they will be absent for class. The only exception to this would be in an emergency situation.
- Any student, regardless of age, shall not be authorized to check themselves out and no check-out may be approved to an adult less than 25 years of age. This applies to all parties, including family members.
- Students may not be checked out until any applicable restriction is served. Exceptions, prompted in the case of an emergency, must be approved by the school administration.
- In the event of local emergencies, i.e., natural disasters, fire or threatening weather conditions, any previously approved check-outs may be cancelled without prior notice.
- Students involved in inappropriate activity while in check-out status may have their check-out cancelled and will face disciplinary action upon their return to the campus.

At each BIE operated school and peripheral dormitory, the principal shall review the school's handbook annually during the month of August, and shall train all staff in the content of the handbook and review the procedures contained herein prior to September. Each year, the principal shall notify the Deputy Director, annually, by September 1 that the handbook is in place, being implemented, and that training has been provided.

cc: Deputy Director, School Operations  
Associate Deputy Directors – East, Navajo and West